

# Contingency Acquisition Support Model (cASM)



## Gansler Commission Findings....

**“Expeditionary forces need information technology and e-Business tools. ... Simple e-Business tools for sample documents, such as statements of work, and rules for application are needed on line and on compact disc. This needs to be user-friendly, similar to commercially available tax software.”**

# What is cASM?

**cASM is a web based, simple to use, application designed to assist those individuals responsible for initiating contracting requirements in an contingency or expeditionary environment.**

**The application will**

***1. Identify the documents required to initiate a contract,***

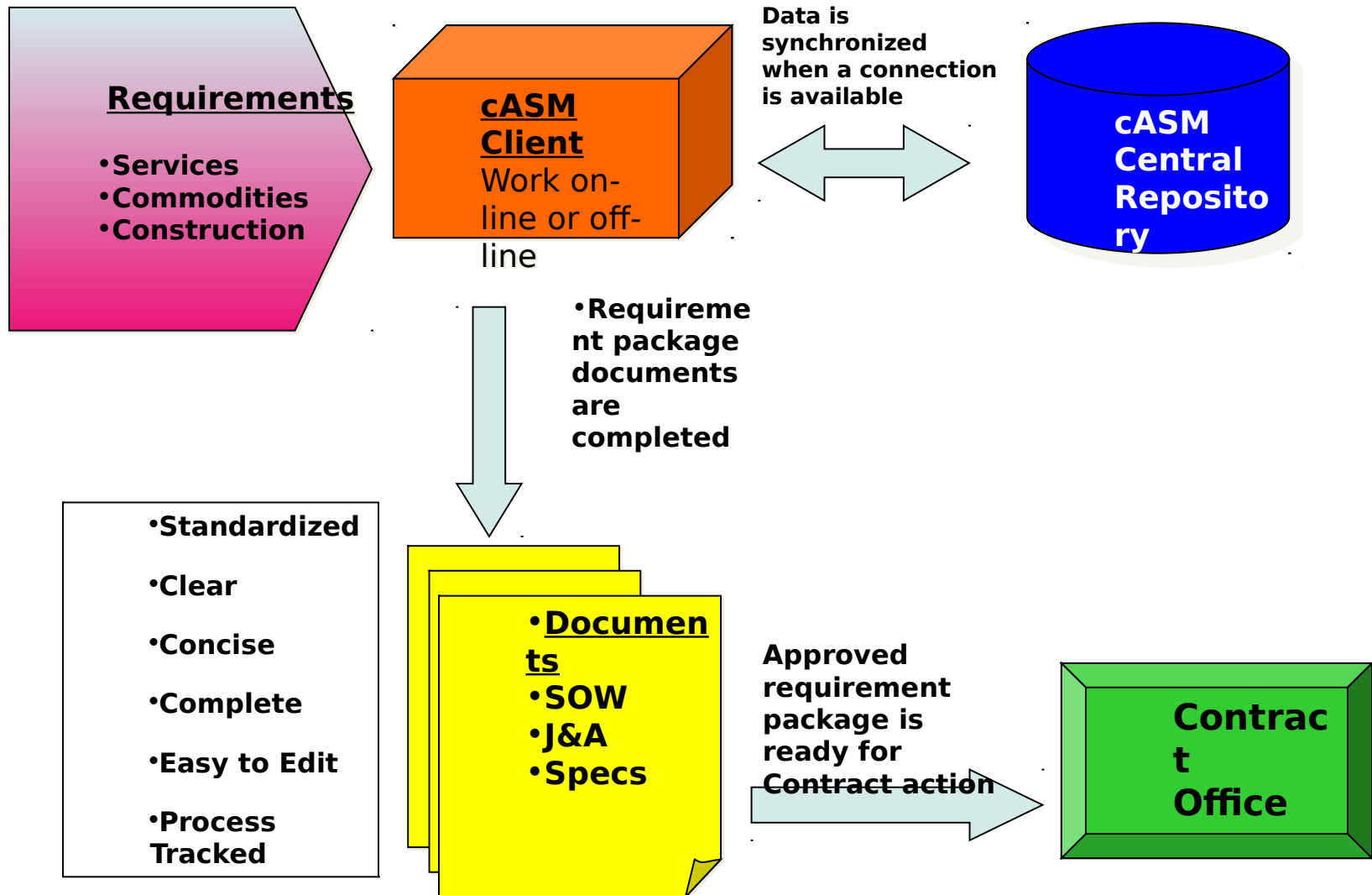
***2. Provide templates for the documents***

***3. Prompt the user for the information required to complete the documents***

***4. Route the documents to the appropriate reviewers and approvers and alert/track individuals when it is their responsibility to take action on the requirements package.***

***5. Output a completed, approved requirements package (paper or electrons).***

# cASM Requirements Generation



# Why is this so important?

- 50% of Army logistic support in theater is now contracted
- “One of the most important lessons of Iraq and Afghanistan is that military success is not sufficient to win.” Robert Gates 2007

We must equip our troops with Modern Tools to Efficiently

1. Support our War Fighters in the fight
2. Nation Build to sustain the win
3. Account for Use of Public Resources

**Money is a Weapon**

# •Current Requirements Timeline

- Review Mission Need
- Approve Requirement
- Approve Acquisition Method
- Concur with Cost Estimate
- Review SOW
- Review Support Documents

Documents

• Develop Support Documents

• Forward PR&C Packet

- Review Requirements
- Review Acquisition
- Thresholds
- Review SOW
- Review Support Documents

• Coordinate Funding

•PBAC

•RCC

•3 days to 2 weeks

•2 to 4 weeks

•1 week

•1 day to 3 weeks

•3 days to 2 weeks

•1 week

•1 to 12 weeks

- Identify Mission Need
- Define Requirement
- Identify Acquisition Method

- Supply
- FOO
- Contracting

• Develop a Cost Estimate

• Develop a SOW

• Identify a COR

• Develop Support Documents

Documents

• Initiate and sign PR&C

- Approve Mission Need
- Approve Requirement
- Approve Acquisition Method

- Concur Cost Estimate
- Review for Overarching Purchase
- Review SOW
- Review Support Documents

• Develop Support Documents

• Forward PR&C Packet

• Submit to PBAC

• Submit To DARB

- OBE/TPE Review
- Theater Requirement
- review
- PBAC Review
- JARB Review

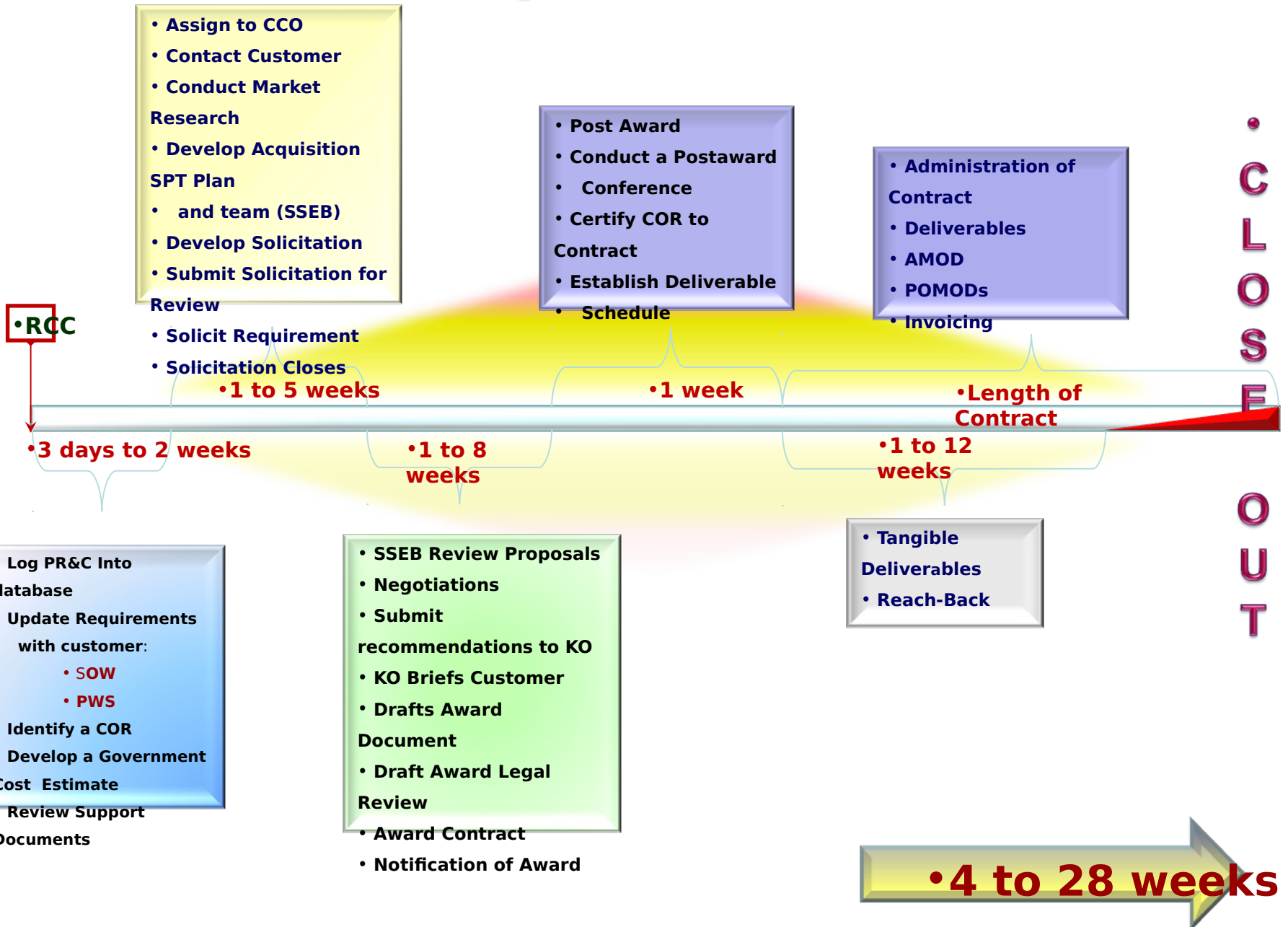
- Review Requirements
- Review Acquisition
- Thresholds
- Review SOW
- Review Support Documents

- Fund Requirements
- Hold for PBAC Approval
- Hold For Funding

•4 to 25 weeks

# • Requirements Timeline

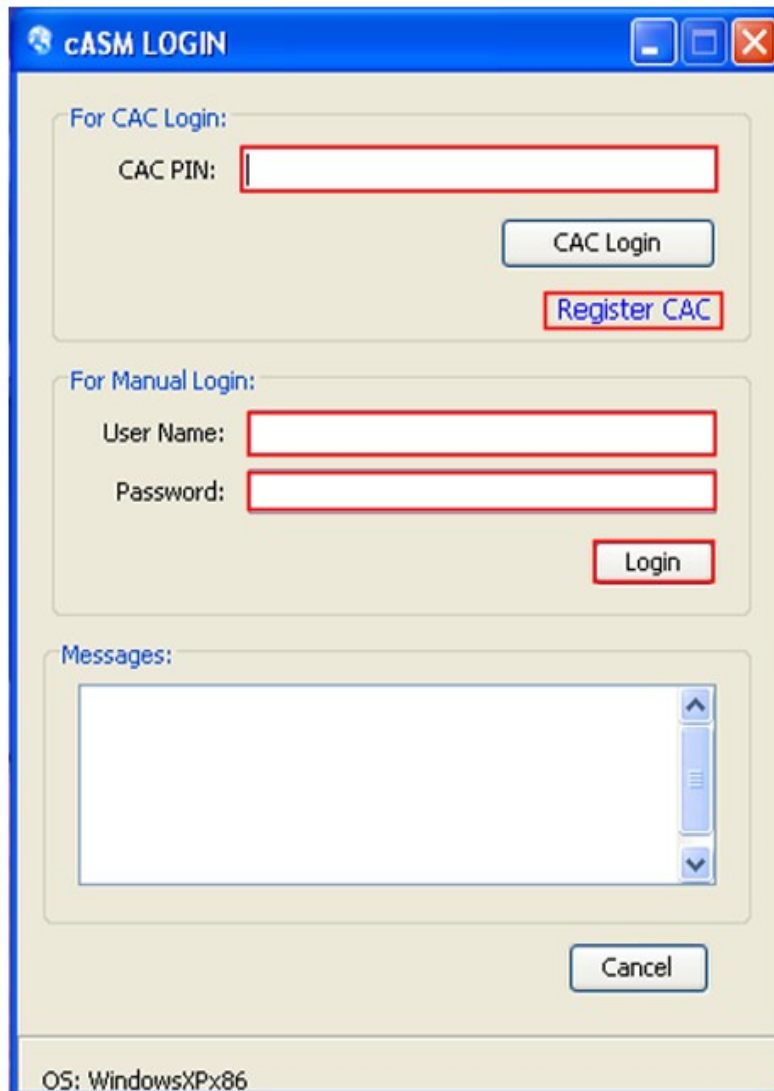
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**Weeks to Days**



# Login



The image shows a Windows-style application window titled "cASM LOGIN". The window has a blue title bar with standard minimize, maximize, and close buttons. The main content area is divided into three sections. The first section, "For CAC Login:", contains a "CAC PIN:" label followed by a text input field, a "CAC Login" button, and a "Register CAC" button. The second section, "For Manual Login:", contains "User Name:" and "Password:" labels followed by their respective text input fields, and a "Login" button. The third section, "Messages:", contains a large text area with a vertical scrollbar. At the bottom right of the window is a "Cancel" button. The status bar at the very bottom indicates "OS: WindowsXPx86".

**cASM LOGIN**

For CAC Login:

CAC PIN:

CAC Login

Register CAC

For Manual Login:

User Name:

Password:

Login

Messages:

Cancel

OS: WindowsXPx86

To request a User Name and Password  
contact your local Super User or SME

## For CAC Login

CAC Login - Enter CAC Pin, User Name,  
Password, and Select Register CAC

## For Manual Login

For Manual Login (Non CAC User) Enter  
Username, Password and Select Login

# cASM Home Page



# cASM Home Page cont'd

Contingency Acquisition Support Model (cASM)

Help Button Links to Online Resources

Log Out: TAllen

Start a New Buy

Click to open links

The JCC handbook  
The JCCS site  
FedBizOpps.gov

User Tools

User Info

Archives

Templates

Useful Links & User Tools

Click on a Buy to continue: Assigned Buys in Progress

Title:	RDD:	Est. Value:		
⚠ Cooking Oil	31/Aug/2010	\$12,500,000.00	📄	🔄
⚡ Earth Berm Construction	29/Jun/2010	\$200,000.00	📄	🔄
🟡 Lodging Services	23/Jun/2010	\$60,000.00	📄	🔄
❌ Night Vision Goggles	30/Jun/2010	\$150,000.00	🗑	🔄
✅ Water Bottles	31/Jul/2010	\$39,500.00	📄	🔄

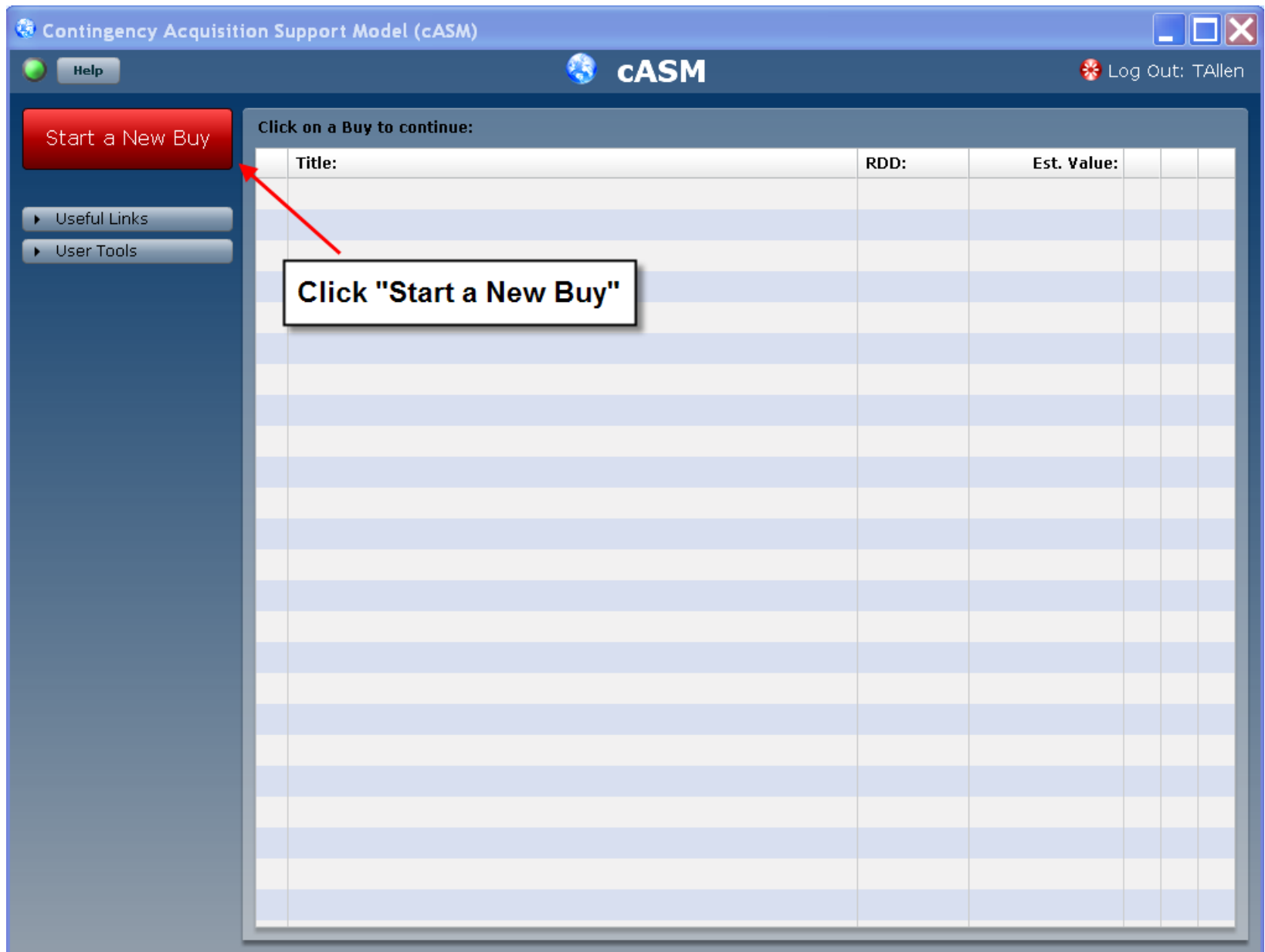
Workflow Icons

- ✅ Approved by all Workflow levels
- 🟡 "In Work" by other User
- ⚡ User work required
- ⚠ On Hold
- ❌ Rejected

Activity Icons

- 📄 Clones a previous Buy
- 🔄 Updates a single selected Buy
- 🗑 Removes Buy from the individual's workflow and transfers the Buy to the Archive area.

# Starting a Buy



# Step 1: Describe the Requirement

Contingency Acquisition Support Model (cASM) Help cASM Log Out: TAllen

## New Buy

**Tell us about this Buy:**

**What do you want to name this Buy?**

Title:

**Describe what you need:**

Description:

**What kind of Buy is this?**

Category: ☒ **Commodity** ☐ **Construction** ☐ **Service**

**Select the Commodity in the Canned List below:**

Canned List:


**Calculate the Estimated Total Cost of this Commodity:**

Unit Cost (\$):

Quantity:   [Unit of Issue]

Total (\$):

**What is the Requested Delivery Date of this Commodity?**

When:  

**To Set the Initial Requirements for the Buy each Entry Field must be Complete**

# **PWS/SOW/Document Library- Increment 1**

## **Services (22)**

- Generic Services
- Administrative Services
- Donkey Rental Services
- Equipment Maintenance Services
- Food Services
- Lodging Services
- Latrine/Shower Service and Maintenance
- Black water Disposal Services
- Facility Maintenance Services
- Furniture Services
- Weather-coating of Temporary Structures Services
- Dump Facility Services
- Internal Security Services
- Grounds Maintenance Services
- Custodial Services
- Latrines Services
- Laundry Services
- Equipment Rental Services
- Refuse Services
- Vehicle Rental Services
- Water Truck Services

## **Construction (9)**

- Generic Construction
- Leach Field Construction
- Force Protection Construction
- Concrete Pad Construction
- Barrier Construction
- Berm Construction
- Fence Construction
- Concrete Road Construction
- Paved Road Construction

## **•Supporting Documents (31)**

- Sole Source
  - J&As (6)
  - Appendices (7)
  - D&F
  - Proposed COR Nomination Letter
- Construction attachments (6)
  - cASM addendum (Sources)
  - PR (6)
  - Performance Plan Services
- Generic
  - QASP Construction Generic

# Add supporting details: Images, External Files, Web Links and potential Sources.

Contingency Acquisition Support Model (cASM)

Help

cASM

Logout: TAllen

Step 1: Buy Details Step 2: Workflow Step 3: Questionnaire Step 4: Review Step 5: Submit

Notes Home

STEP 1: Add More Detail to the Buy [Ground Wheat Flour (1)]

**Title:** Ground Wheat Flour (1)

**Description:** Ground wheat flour in bulk containers for cooking needed at U.S Air Force (USAF) Unit 309th ICBM

**Buy Type:** Commodity  
Competitive

**PR Type:** DA\_3953\_PRC

**RDD:** 31 May 2010

**Unit Cost (\$):** \$100.00

**Quantity:** 1000 Container

**Total (\$):** \$100,000.00


**Est. Award:**

**Est. Delivery:**

**Images External Files Web Links**

Add Images: (\*.jpg, \*.jpeg, \*.gif, \*.png) LIMIT: 4 images

**Images, Files or Web Links (Optional)**



**Edit Buy Details**

**Add Image**

**Suggested Sources: LIMIT: 9 sources**

Names: (click to edit)	Contact Name:	Contact Info:	Web Link: (click to open in browser)	Remove

**Suggested Sources**

**Add Source**

Go To Next Step >

# Step 2: Specify the Approval Workflow

Contingency Acquisition Support Model (cASM) Help cASM Log Out: TAllen

Step 1: Buy Details | **Step 2: Workflow** | Step 3: Questionnaire | Step 4: Review | Step 5: Submit

STEP 2: Set up your Team and Workflow [Ground Wheat Flour]

Approval	CC Only	Role	Contact	Date Initiated	Date Submitted	Current
<input type="checkbox"/>	<input type="checkbox"/>	Requirement Generator	[Tim Allen]	12 Apr 2010		
<input type="checkbox"/>	<input type="checkbox"/>	Company	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	Battalion	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	Regiment	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	Division	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	1-Personnel	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	2-Intelligence	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	3-Operations	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	4-Logistics	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	5-Plans	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	6-Communications	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	7-Engineering	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	8-money	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	Property Book Officer	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	Legal	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	Resource Manager	[none]			
<input type="checkbox"/>	<input type="checkbox"/>	Contracting Officer	[none]			

**Active Personnel:**

To set a Contact: Drag a name from the list below to a Role bar on the left.

Filter by: ---Select One--- Show All

- Allen, Tim [Requirement Generator]
- Allen, Woody [Requirement Generator]
- Anderson, Louie [Requirement Generator]
- Benny, Jack [Requirement Generator]
- Berle, Milton [Requirement Generator]
- Brooks, Mel [Requirement Generator]
- Carlin, George [Requirement Generator]
- Carson, Johnny [Requirement Generator]
- Davis Jr., Sammy [Requirement Generator]
- Durante, Jimmy [Requirement Generator]
- Hill, Benny [Requirement Generator]
- Knotts, Don [Requirement Generator]
- Martin, Steve [Requirement Generator]
- Pryor, Richard [Requirement Generator]
- Quinn, Colin [Requirement Generator]
- Rudner, Rita [Requirement Generator]
- Skelton, Red [Requirement Generator]
- Talbot, LM [Requirement Generator]
- Tomlin, Lily [Requirement Generator]
- Wilder, Gene [Requirement Generator]

**Click and Drag**

**Step 1 - Click Set Contacts**  
**Step 2 - Click and Drag Personnel to Workflow**

Double-click on a row to view Role details

Add Level **Set Contacts**

< Go To Previous Step Go To Next Step >

Track the **progress** through the Staff-Level approval process.



# Step 3: Answer the

Contingency Acquisition Support Model (cASM)

Help

cASM

Logout: rb

Step 1: Buy Details Step 2: Workflow Step 3: Questionnaire Step 4: Review Step 5: Submit

Notes Home

STEP 3: Answer the following Questions [Service Buy Example]

8 of 26 REQUIREMENT GENERATOR questions answered

Requirement Generator

Resource Manager

Contracting Officer

Role Navigation Tabs

Go To: 1. Service Description

1. Service Description

2. National Stock Number

3. Period of Performance

4. Branch of Service

5. Administrative Tasks

6. Interpreter Services

7. Escort Explanation

8. Hours of Operation

9. Security Requirements

10. Physical Property Security

11. Government Furnished Property

12. Appendices

13. Government Furnished Property

14. Other GFP

15. DODAAC

16. Unit

17. Base, Post, or Camp Name

18. Contract Officer Representative Name

19. Contract Officer Representative Phone Number

20. COR Nominee Qualifications

21. Performance Objectives Table

22. Contracting Officer Representative Nomination Table

23. Appendix 1 - Acronyms and Definitions Table

24. Appendix 2 - Estimated Workload Data Table

25. Appendix 5 - Publications Table

26. Appendix 7 - Data Requirements Table

Question Drop Down

services shown below, as necessary.

nel, supervision and equipment as defined in this Performance Work Statement (PWS).

Question Entry Field

Next Question >>

< Go To Previous Step

Go To Next Step >

Contingency Acquisition Support Model (cASM)

Help

cASM

(Click to Logout)

RG: LM Talbot

Step 1: Buy Details Step 2: Workflow Step 3: Questionnaire Step 4: Review Step 5: Submit

Notes Home

STEP 3: Answer the following Questions [road repair concrete]

Requirement Generator Go To: 19. Concrete Pad Requirement (1) 51 of 51 REQUIREMENT GENERATOR questions answered

Resource Manager

Contracting Officer

**19. Edit requirements below as indicated by engineer**

Enter the information in the text box below:

† After sections have been cleared, the contractor shall grade and level existing marked area. The Contractor shall supply and place at least 20cm of compacted depth layer of crushed gravel/limestone aggregate (75% gravel, 25% limestone) in maximum 10cm lifts and properly compacted to 95% Modified Proctor maximum density along the entire area to be constructed. The Contractor shall provide and place a plastic moisture barrier between the base course and the concrete pad. 20cm of rebar reinforced 28 MPa (4000psi) concrete will be poured on the plastic moisture barrier.

<< Previous Question Next Question >>

< Go To Previous Step Go To Next Step >

Start Contingency Acquisiti... Microsoft PowerPoint - ... 3:37 PM

Most questions are pre-populated with answers that can be accepted as-is or modified to fit the specific requirement.

# Step 4: Review the Documents

**Contingency Acquisition Support Model (cASM)**

Help cASM Log Out: TAllen

Step 1: Buy Details Step 2: Workflow Step 3: Questionnaire **Step 4: Review** Step 5: Submit

Notes Home

STEP 4: Review the following Documents [Ground Wheat Flour]

**Documents:**

Ext	Document Name	Created
	cASM_Addendum	12 Apr 2010
	CORNominationLetter	12 Apr 2010
	DA_3953_PRC	12 Apr 2010

**Step 1 - Select Document**

**Note: Microsoft Word 2007 / 2003 Required**

**Viewing a Document**

**Document Details for: cASM\_Addendum**

**Generated By:** Requirement Generator  
**Used By:** Contracting/Industry  
**Approved By:** Requirement Generator  
**Used For:** Output of cASM Data to augment PR  
**Comments:**  
**Example:**  
**Regulations:** FAR/DFARS

**File Download**

Do you want to open or save this file?

Name: cASM\_Addendum.xml  
Type: Microsoft Office Word 97 - 2003 Document, 145KB  
From: C:\Documents and Settings\ddrefs\Application Da...

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

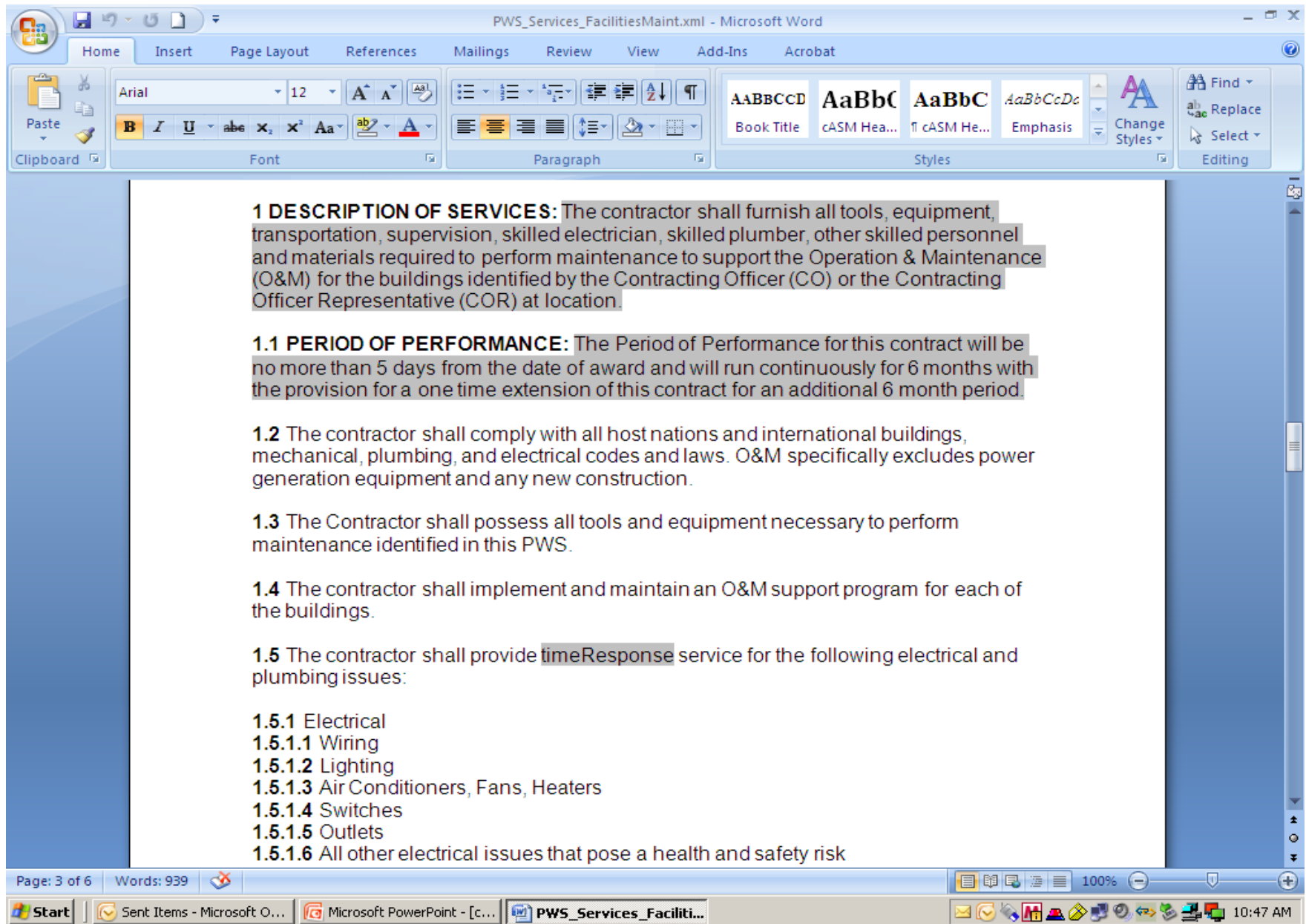
**Step 3 - Select "Open"**

**Step 2 - Select "View"**

View Remove

Click on a document name listed above to see more detailed information

< Go To Previous Step Go To Next Step >



**Documents are viewed and can be saved as MS Word documents.**

# Step 5: Submit/Approve

Contingency Acquisition Support Model (cASM)

Help cASM Log Out: Tallen

Step 1: Buy Details Step 2: Workflow Step 3: Questionnaire Step 4: Review Step 5: Submit

Notes Home

STEP 5: Submit to the Next Level [Ground Wheat Flour]

Validation Submit

✓ **Validation check is complete: No Errors Found**

Results:

✓ **Warnings: 0 found**

✓ **Errors: 0 found**


Continue To Submit Page Unless Errors Are Found

Continue to Submit Page

< Go To Previous Step

Contingency Acquisition Support Model (cASM)

Help

cASM

(Click to Logout)

Step 1: Buy Details

Step 2: Workflow

Step 3: Questionnaire

Step 4: Review

Step 5: Submit

null: Tim Allen

Notes

Home

STEP 5: Submit to the Next Level [Laptop Computer ]

Validation

Submit

Select a statement below:

☐ I agree that this is a valid requirement and should continue forward.

☐ This requirement should not continue forward.

☐ I need to put this requirement on hold.

Add a note: (optional)

Click 'Submit' to continue...

Submit

Select Correct Statement & Click "Submit" to Continue

Congratulations!!! You Have Completed Your Initial Requirement

Back to Validation Page

< Go To Previous Step

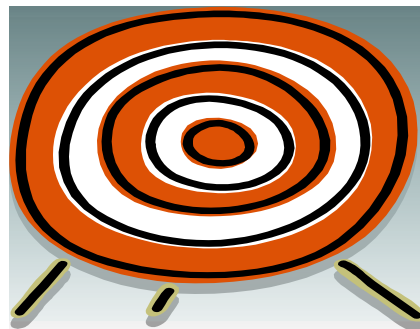
Go To Next Step >

# cASM to be hosted on DISA worldwide network



# Support

- Video Training
- Quick Start Guide
- User Guide
- Call Center
  - Email or call in problems
- “Mouse over” aids built in



**IOC July**



# Contacts

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